

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Qualified Mental Retardation
Professional**

Class Code: 50590

A. Purpose:

Oversees services to individuals with special needs within the developmentally disabled population by directing the interdisciplinary team (IDT), integrating multidisciplinary services, and monitoring services and documentation to ensure active treatment is provided to clients in compliance with state and federal regulations.

B. Distinguishing Feature:

The Qualified Mental Retardation Professional (QMRP) is located at a state residential facility serving individuals with developmental disabilities and is assigned primary responsibility to develop, coordinate, and monitor all aspects of active treatment provided to each assigned individual. The functions associated with this responsibility are required and outlined in Title XIX regulations.

The Direct Support Professional II provides appropriate supervision and oversight of interventions, supervises and directs staff, and implements in-service training.

The Developmental Disability Program Supervisor provides appropriate supervision and oversight of programs, supervises personnel, implements in-service training, and assists in developing the budget for their assigned program to ensure safe and adequate services.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Directs the interdisciplinary team to ensure the development, direction, revision, and approval of all individual support plans and interventions within assigned areas.
 - a. Initiates meetings, compiles information, and serves as chairperson.
 - b. Serves as the primary individual advocate to ensure active treatment is provided based on facility objectives, federal and state requirements, and individual needs.
2. Monitors progress of and ensures implementation of program plans to ensure the organized delivery of services.
 - a. Coordinates staff and individuals' schedules.
 - b. Completes required reports and documentation.
 - c. Plans and provides in-service training.
3. Recommends revisions or responds to deficiencies in services provided to ensure and enforce compliance with facility policy, state regulations, federal Title XIX, and other regulatory standards.
4. Monitors services, interventions and documents and coordinates activities of all disciplines involved with assigned individuals to facilitate implementation of active treatment.
5. Directs work, reviews and approves expenditures, requests items to be included in budget and recommends policy to ensure a safe and adequately supplied living environment is provided.
6. Maintains contact and provides information regarding change of condition, or changes with behavior, treatment, or service plans with parents, guardians, and officers of the court.

7. Performs other work as assigned.

D. Reporting Relationships:

The incumbent may or may not supervise staff.

E. Challenges and Problems:

Challenges include ensuring individuals receive comprehensive, consistent services 24-hours a day, seven days a week. This is difficult because a multitude of disciplines and service areas are involved and individual behaviors and medical conditions make consistency difficult to maintain.

Problems include keeping staff current on individual programs, medical or behavior problems that interfere with daily activities, and coordinating and balancing the different services needed within time constraints.

F. Decision-making Authority:

Decisions include approval of outcomes, objectives, and intervention plans; whether appropriate services are being provided; what steps to take when services are not being provided or the plan is not implemented correctly; approval of individuals' schedules; and whether to call a special interdisciplinary team meeting.

Decisions referred include philosophy of services, content of corrective action plans when reviewers identify deficiencies, individual medical problems, and repeated incidents of services not being provided.

G. Contact with Others:

Daily contact with individuals to identify needs and monitor programming, with facility staff to identify individual needs and monitor services and interventions, and with families and visitors of individuals to discuss needs and progress.

H. Working Conditions:

The incumbent works in an institutional setting with individuals who may have profound mental and physical handicaps. The incumbent must lift, transfer, and treat individuals who may be nonverbal and/or have violent behavior disorders.

I. Knowledge, Skills and Abilities:

Knowledge of:

- developmental disabilities and their ramifications;
- treatment standards of accrediting bodies;
- current trends in the care and training of the developmentally disabled population;
- regulations governing the care and habilitation of individuals with developmental disabilities.

Ability to:

- coordinate and integrate multidisciplinary services;
- express information regarding individuals clearly and concisely to staff;
- collect and analyze data regarding the effectiveness of treatment plans;

- apply current trends in the care and teaching of individuals with developmental disabilities;
- establish and maintain effective working relationships.

J. Required Education and Experience:

(Used for announcement purposes only.)

Bachelor's degree in a behavioral science, social science, education, or a related field and one year of experience in a human services field.